

Brookhaven Hospital is the premier Mental Health and Brain Injury Rehabilitation hospital.

Located in Tulsa, OK, Brookhaven is a 64-bed, in-patient facility for the treatment of adults with behavioral health issues ranging from eating disorders to post-traumatic stress disorder, substance abuse and neurologic disorders. Brookhaven provides comprehensive treatment through physicians, psychologists, therapists, nurses and technicians on staff, giving patients every resource they need during their treatment.

We are currently seeking a **Part-time Admissions Counselor** to offer coordination for a highly effective admissions team. The Admissions Counselor is responsible for ensuring we have the capacity and capability to carry out our vision for quality patient care in providing treatment on our behavioral health unit and a nationally recognized neurobehavioral rehabilitation program. Joining our team would offer a chance for enhanced clinical skills in the areas of diagnosing, psychological assessment, administering psychometric tools and triage intervention in a psychiatric inpatient setting. This position is ideal for candidates who want to have their professional performance recognized as a vital contribution to the organization as a whole. Opportunities for growth within the organization are available.

Responsibilities of Admissions Counselor:

- Provide phone screenings, coordinating, and managing admission assessments
- Conduct biopsychosocial interviews
- Communicate clinical information with treatment team and management to ensure quality patient care
- Administer psychometric assessment tools
- Take initiative and work independently
- Available for back-up “on call” responsibility 1x/month
- Participate with committees and projects as needed

Requirements for Admissions Counselor:

- Must be licensed or in supervision for licensure as LPC, LCSW, or LBP
- Provide consistent attendance during M-F work week, 4:00pm – 8:30 pm
- Demonstrate effective written and verbal communication skills
- Demonstrate computer skills and ability to work with electronic record system

Benefits for Admissions Counselor:

- Part-time benefits package included. Salary will be commensurate with experience and skills.